

Portal Authority Board of Directors

MINUTES

Portal Authority Board of Directors Monthly Meeting

January 6, 2005

1:30pm – 4:00pm

Legislative Services Building

200 East 14th Avenue

Hearing Room A, 1st Floor

Denver, CO

I. Call to Order: 1:45pm, Donetta Davidson, Chairman

A. Roll Call

Attendees: Arrowsmith, Cadman, Cooke, Davidson, Feingold, Jenik, Marroney, May, Sobanet, Wells, L. Williams, T. Williams

Notes transcribed by Abigail Rudd, Governor's Office of Innovation and Technology.

II. Approval of December 2, 2004 Minutes, Donetta Davidson, Chairman

Chairman Donetta Davidson called for a motion to approve the December 2, 2004, Internet Portal Authority Board of Directors Meeting Minutes.

Jeff Wells pointed out that he is missing from the roll call of the 12/02/04 minutes. Abigail Rudd to add Jeff Wells to 12/02/04 minutes as present.

Motion: Jeff Wells motioned to approve the December 2, 2004, Internet Portal Authority Board of Directors Meeting Minutes, with the following amendment: add Jeff Wells as present.

Rep. Cadman seconded the motion.

The motion was approved unanimously.

Chairman Davidson called for a motion to move into Executive Session for the purpose of discussing staffing, personnel, and contracts.

Motion: Rep. Cadman motioned to move into Executive Session for the purpose of discussing staffing, personnel, and contracts.

Greg Jenik seconded the motion.

The motion was approved unanimously.

III. Executive Session

Notes are private.

***Regular meeting resumed at 2:30pm.
Introduction of Audience***

IV. Report from the CEO, Rep. Gregg Rippy

Rep. Gregg Rippy provided a status on current RFPs. Three RFPs were received for the portal integrator contract: Bearing Point, NIC, CGI/AMS. Fourteen RFPs were received for the IV & V contract. This information is posted on SIPA's website. The Selection Subcommittee has met twice so far; this subcommittee is using an evaluation matrix created by Tina Camblin, DORA, which will ensure a fair selection process.

Rep. Rippy had the following requests:

- Schedule meeting with Treasury to discuss MOU and what direction will be taken to build sustainable funding, i.e.: enterprise payment engine,
- Business Committee to attend meeting on 1/18/05 at 1:30pm, 1560 Broadway, Suite 1550,
- Funding Subcommittee to attend meeting on 1/25/05 at 1:30pm, 1560 Broadway, Suite 1550.

Rep. Rippy has scheduled a workshop on January 20, 2005 from 1:30pm-5:00pm, at 1600 Broadway, to gain feedback from State, City, and County CIOs, before awarding a contract to the portal integrator. He is looking to offer video conferencing at this meeting if possible. Ben Neivert, President of Trudeau and Associates, will be conducting pre-interviews with CIOs prior to this workshop.

Action Item: Henry Sobanet recommended adjusting SIPA's budget at February 2005 meeting.

Action Item: Jerry Marroney strongly suggests incorporating conditions of federal grant into budget. Will require review of original conditions of funds-Henry Sobanet to assist.

V. Committee Reports

- A. Legal Committee, Jeff Wells**
No report.

B. Financial Committee, Henry Sobanet

No report.

C. Business Committee, Michael Cooke

Portal Integrator RFP

Michael Cooke reported that SIPA's website had 6377 hits in December 2004. All vendors who responded to RFPs are listed on SIPA's website. A Business Committee meeting will be scheduled prior to January 18, 2005 to discuss the MOU.

D. Personnel Committee, Sen. Ron May

Sen. Ron May reported the Personnel Committee intends to meet with Rep. Gregg Rippy in January to discuss the hiring of a permanent CEO. The Personnel Committee will present a proposal to SIPA at the February 2005 meeting. Sen. May hopes to have candidates within five months after conducting a national search. There will be a three-interview selection process.

Action Item: Include salary range in job description.

Rep. Rippy has hired Angie Onorofskie as his Executive Assistant for SIPA.

IV. Old Business

No discussion.

V. New Business

A. Governor's Office of Economic Development and International Trade (OED): "Branding www.colorado.gov"-

There was not a representative from OED to present; therefore, this has been postponed until the February 2005 meeting. Chairman Davidson asked Rep. Rippy to offer input on work being done to bring consistency of look and feel to colorado.gov. Rep. Rippy deferred to Leroy Williams.

Leroy Williams reported that it has been three years since colorado.gov refreshed its look and feel. Brian Vogt, Executive Director at OED, is responsible for branding Colorado and building consistent messaging. Branding the state's website, is just one step in branding Colorado. A content management team has been using the Center for Digital

Government's "Best of Web" as a benchmark on how to proceed with refreshing colorado.gov. OED and OIT have been working with Executive Directors and Agencies to gain feedback on what really matters as it relates to look and feel and adoption.

Action Item: Leroy Williams to email SIPA template for new look and feel.

Leroy Williams concluded by thanking Brian Vogt and his team, along with Brofford and Associates, for their efforts on refreshing colorado.gov.

B. Establish Funding Committee

Chairman Davidson recommended establishing a funding committee, to establish funding criteria. She reported that initially it would be 2 meetings per month commitment. Henry Sobanet asked about the difference between this subcommittee and the Finance Committee. Chairman Davidson stated that this committee would establish funding criteria, would require city and county involvement, would need to look at other states and how they're funded, and would work with the portal integrator.

Jeff Wells recommended calling it the Funding Subcommittee, to live under the Finance Committee, with both to be chaired by Henry Sobanet. This recommendation was agreed upon by SIPA. The following individuals are on this subcommittee:

- Henry Sobanet, Chair
- Donetta Davidson
- Bob Feingold
- Jack Arrowsmith

Senator May recommended inviting Bob Bailey from Colorado Springs to participate on this subcommittee. Leroy Williams recommended Rick Malinowski, Director of DPAdoIT, to serve on this subcommittee as well.

Action Item: Leroy Williams to provide report on funding research at next Funding Subcommittee meeting.

VI. Agenda Items for Next Meeting

Chairman Davidson will not be at the February 3, 2005 meeting; Senator Ron May to chair.

Action Item: Committee meetings are to now be posted on SIPA's website.

Rep. Rippy instructed SIPA to coordinate with Angie Onorofski to schedule conference rooms for committee/subcommittee meetings.

Next meeting is scheduled for:

*****PLEASE NOTE CHANGE OF VENUE*****

Thursday, February 3, 2005
1:30pm-4:00pm
Colorado Department of Labor and Employment
1515 Arapahoe Street, Tower 2
Fourth Floor, Columbine Conference Room

VII. Adjournment

Chairman Davidson called for a motion to adjourn the January 6, 2005 meeting of the Statewide Internet Portal Authority Board of Directors.

Motion: Greg Jenik made a motion to adjourn the January 6, 2005 meeting of the Statewide Internet Portal Authority Board of Directors.

Rep. Cadman seconded the motion.

The motion was approved unanimously.

The meeting adjourned at 3:15pm.